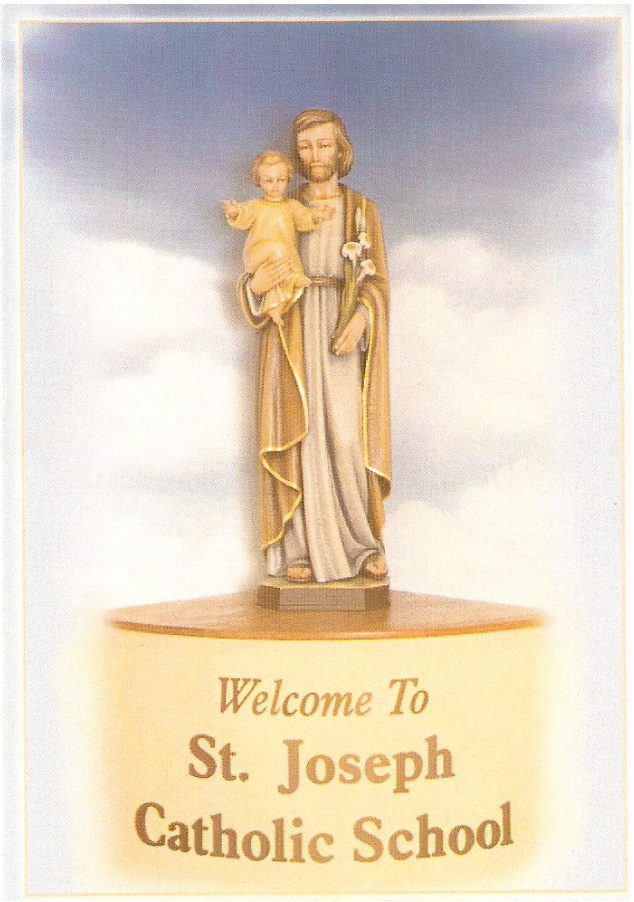
PARENT / STUDENT HANDBOOK

2020-2021



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Parent/Student Handbook
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I. Mission Statement

We, the family of St. Joseph's, are committed to educating God's children by promoting Catholic values through academic excellence and service to others.

Catholic Doctrine

St. Joseph is a Catholic School in the Diocese of La Crosse. As a Catholic School, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

A. Objectives

- Teachers accept, affirm and commend each student through personalized attention.
- Teachers provide guided opportunities for self expression in singing, role playing, memorizing and reciting prayers, the pledge of allegiance, poetry, stories and songs in front of class.
- Teachers develop positive attitudes of respect for all stages of human life by sharing their personal faith convictions and inviting in community resource people to do the same.
- Teachers promote interaction with parish and civic community through sharing student talent by their participation as readers, song leaders and choir in parish liturgies, and by forensics, spelling bees and plays for the civic community.
- Students' Catholic faith and morality are strengthened through formal religion classes, Mass attendance, hearing God's Word, homilies, writing prayer petitions, Holy Communion, sacrament of reconciliation and planning mission activities.
- Students are provided an atmosphere of love, forgiveness, caring and healing in their personal relationships with teachers and one another for the development of inner directed discipline.
- Students learn to reach out in love and in service to parish and community shut-ins, sick, and lonely through visits, cards, prayers and gifts.

II. Philosophy

We, the community of St. Joseph School, hold that a human person is a:

GOD-BELIEVER
---a BELIEVER accepts Jesus Christ as Lord.
---a BELIEVER integrates religious truth and values with life.
---a BELIEVER maintains a relationship to the Father.
---a BELIEVER recognizes a dependence on God.
---a BELIEVER makes a faith response to God our Father.

WORLD-BELIEVER
---a BELIEVER commits him/herself to a ministry of justice.
---a BELIEVER strives to become a responsible citizen.
---a BELIEVER respects life in all its forms.
---a BELIEVER has a wholesome respect for work and leisure.

COMMUNITY-BELIEVER
---a BELIEVER builds a living faith community.
---a BELIEVER strives to become a responsible citizen.
---a BELIEVER strives to become a responsible member of the Christian community.

SELF-BELIEVER
---a BELIEVER commits self to the gospels and values proclaimed by Jesus Christ.
---a BELIEVER develops personal gifts and talents and shares them with others.
---a BELIEVER develops responsibility in being and becoming Christian.

III. Fair Share

Fair Share Tuition is an individual family plan whereby the parents determine what they can honestly pay toward the actual cost of educating their child (ren). Under this plan, each family's tuition commitment is based on ability to pay.

"Our Catholic schools are for all the children and young people of the Diocese. Financial considerations should never prevent a child from having a Catholic-school education. In fact, generous members of the faithful in the Diocese contribute to provide tuition assistance for children of families who are in need. If finances are a difficulty for you, please contact the school to can arrange for your child or children to have a Catholic-school education." Bishop of La Crosse

IV. Administration

A. The Pastor

The pastor of the parish is the pastoral leader of the faith community. He ensures, encourages, and nourishes a strong faith development in the school community by his very presence and presiding at liturgical and para liturgical celebrations.

B. The Principal

The principal of the school is responsible for the instructional program of the school. She/he shall maintain high educational standards and promote a learning program which properly serves the individual child and the community. As a leader, the principal shall promote and support innovations. In fulfillment of the role of instructional leader, the principal is responsible to the parish pastoral council and to the Bishop through the Diocesan Office of Education.

C. Catholic Education Committee

The Education Committee is a committee of the Parish Pastoral Council. The Committee is to assist the parish pastoral council in fostering the educational aspect of the pastoral mission of the parish. This includes evangelization, adult education, catechetics, the Catholic school, missionary activity and ecumenism.

D. Admission Practices

It is the policy of St. Joseph School not to discriminate on the basis of sex, race, religion, color, physical handicap, national or ethnic origin in its admissions practices, educational programs, activities, or employment policies, as required by Title IX of the 1972 Educational Amendments and the Code of Federal Regulations.

Every Catholic school in the LaCrosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of LaCrosse has the obligation to publicize its nondiscrimination policies. (DSP 5101)

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law. (DSP 6225)

Transfer Policy: A Release of Records is signed by parents and sent to previous school(s). St. Joseph School is not required to accept students expelled from their previous school or schools. An evaluation of progress reports, report cards, and completed coursework is made. Student assessment may be needed to determine grade level skills.
In the Wisconsin Parental Choice Program students will apply and a random selection will be used. During a public forum names will be drawn randomly.

E. Proof of Guardianship

In any situation where there is a custody agreement, the schools should obtain the portion of that agreement that stipulates custody and other information pertinent for the school.

Parents are to notify the school immediately of any change in the agreement.

F. Legal Responsibilities (DSR 5510)

Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury and that the abuse of the child may occur shall use the following procedure to report:

1. Employee should report the suspicion immediately to the school administrator who is to immediately notify the diocesan director of the Office for Catholic Schools.

2. After consultation and review with the diocesan director of the Office for Catholic Schools, the administrator shall immediately contact the County Department of Social Services or the police department if the County Department of Social Services is not available. This phone number is to be readily available in the school office.

3. If the child is in immediate danger and the administrator and/or diocesan director of the Office for Catholic Schools is not available, report should be made directly to the County Department of Social Services or police department and the administrator and/or diocesan director of the Office for Schools notified as soon as possible.

4. It is then up to the County Department of Social Services or police department to follow up on the report.

5. However, employees cannot be directed by a higher authority to refrain from reporting a case if the employee still reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.

6. Any such reports are considered strictly confidential.

G. Sexual Harassment (DSP 5512)

All students of the Catholic schools of the Diocese of LaCrosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”

2. No student shall be subject to sexual harassment as a Catholic school student.

3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.

4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools. Those reports should be emailed to principal@stjstratford.org, written and turned into the office or presented directly to the principal. (see Exhibit 1 page 19)

5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

V. Curriculum

A. Definition

Traditionally curriculum has meant the subject taught in school, or the course of study. Today we understand the term in a broader sense to include the entire life and program of the school. Students at St. Joseph's School are involved in a curriculum planned to direct their interests and abilities toward effective participation in the life of the church, community, nation and global community.

B. Purpose

The curriculum is designed to help foster the integration of religion with the rest of learning and living; to help students to develop Christian insights which enable them to meet the challenges individuals and society face today; and, to help students acquire skills, virtues and habits of heart and mind required for effective service to others.

C. Method

The instructional aim of St. Joseph's School is to recognize the unique individual differences of each child and to individualize instruction to the extent that time, personnel, and materials permit.

We of St. Joseph's School recognize that it is the responsibility of educational institutions to provide the environment necessary for the student to attain an education which would adequately prepare the student for a changing world. The institution can provide appropriate instructional materials, guidance and reinforcement. However, we also recognize that it is the student's responsibility and it must be his/her commitment to take advantage of this environment. The student must learn through his own initiative, self-discipline and creativity. The student is encouraged to <u>do</u> his/her BEST, to <u>be</u> his/her BEST.

D. Courses of Study

The following subjects are taught: Religion, Social Studies, Reading, Science, Mathematics, Music, Art, Language Arts (grammar, composition, spelling, and penmanship), Computer Science, and Physical Education.

E. Field Trips

Field trips are planned by the classroom teachers as an extension of classroom instructions.

VI. Home-School Association

The Home-School Association is intended to be a vehicle by which parents, teachers, pastor and school administrator are able to collaborate and enable one another to develop a faith community and teach the young by living witness.

1. To act as a support group for the school and its employees and students.

2. To offer, through well-planned programs, information of special interest to parents which will assist them in fulfilling their responsibilities in the Christian formation of their children.

3. To provide opportunities to build community among parents, students, a school employer, and the pastor ...kinds of activities which contribute to developing a faith community? For example: prayer services, liturgy, celebrations, social gatherings, special school activities.

4. To provide a setting in which parents may be of service to the school and where faculty may be of service to parents.

5. To offer a limited number of fundraising activities with the approval of the school administration for the support of the school.

VII. Regulatory Policies

A. Attendance

To aid in keeping records (class attendance, absentees, lunch count, etc.) the school is to be informed by phone/email if a student will be absent or tardy. Students who were absent or tardy **must** bring a written excuse from their parents or guardians upon their return to school. It is helpful to the teachers if the excuse states the dates of the child's absence, the reason for it, and/or the nature of the illness. Students who are tardy are to report to the office before going to class. A child must be **fever free for 24 hours** before returning to school.

No child will be released during school hours for reasons other than doctor/dental appointments unless the parent receives permission from the principal. Students may leave the building during school time for doctor or dental appointments or emergencies. The principal and the student's homeroom teacher are to be informed of this with a note or a call. The student is to wait in the office for his/her transportation.

All students going on long term leave are required to fulfill the terms on the Homework Contract. The contract must be signed by student, parent and teacher (s).

Parents must notify the school when a child is going home other than on his/her usual bus. A student going home after school by vehicle other than his/her bus can be picked up on the rectory parking lot.

All students go outdoors during recess and noon recess unless the classroom teacher has planned another activity. This is part of the regular school day.

St. Joseph School Homework Contract

Student Name: _____ Date: _____

Homeroom Teacher: _____

Dates of leave: _____

I, _____ the student, agree I will complete all homework given within 3 days upon returning.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

B. Health - Drug/Medication Administration (DSP 5505)

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist, or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility, the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs.

All medication is to be sent to the secretary who will administer it to each child according to the written directions from the parent or doctor. All medications will be kept in a locked file.

If a child is too sick to take part in all the activities of the school day, the child should stay home until he/she is well.

Parents are to provide their own medical insurance to cover accidents.

C. Dress Code (Pre-Kindergarten thru 8th Grade)

To promote a sense of pride in self, school community, enhance student's awareness of the importance of the school learning environment, staff and students are asked to select clothing fitting the following guidelines. These directives apply to <u>all</u> students for the entire school year.

1. Students <u>must</u> dress up on Mass days and special occasions (i.e. dress shirts with no large writing/numbers, khaki or dress pants). No shorts or jeans are to be worn to Mass. This will allow our children to show respect in the Lord's house.

2. Shirts shall be clean with no pictures or writing which are negative, derogatory, offensive, or that may contain or advertise alcohol, tobacco, violence, or sexual overtures. No sleeveless shirts or tank tops shall be worn. All shirts and blouses must cover midriff during movement and activity.

3. Sweatshirts have the same requirements as shirts.

4. Jackets, ponchos, caps, other headwear and windbreakers are considered outerwear to be worn outside only. Caps and other headwear are also considered outerwear to be worn outside only. A sweatshirt may be worn as a jacket.

5. Hairstyles should be clean and of reasonable cut and color.

6. Shorts and Capri pants are seasonal wear and are to be worn only in September, May, and June. When shorts are worn they must be at least fingertip length when standing straight with hands at the sides. Capri pants are considered shorts. When skirts and dresses are worn, they must be no more than 3" from the top of the knee. Scorts and Gauchos may be considered dresses/skirts if worn in a dressed-up fashion. Students may change into shorts for Phy Ed class. (Discretion of the school administration may allow shorts and Capri pants into October or a portion of April due to warm temperatures. A note will be sent home.)

7. Pants should not be oversized, ill fitting or excessively faded. No sweat pants, athletic pants, wind pants, pajama pants or similar wear may be worn. All pants should be in good condition and not have holes or be frayed.

8. Shoes must be appropriate for children to run and play in safely. Flip flops are not permitted. Socks and/or nylons must be worn at all times during October through April. During September, May, and June sandals may be worn without socks and/or nylons. Socks will be required when outside shoes are put on for recess or Phy. Ed.

9. Any accessory that draws undue attention to a student is not permitted. This includes, but is not limited to makeup, hairstyles, long looping chains, all unreasonable body jewelry, including that worn in but not limited to the tongue, nose, lips, eyebrows, excessive piercing in the ears, etc.

10. Body art (tattoos) is not to be publicly visible.

11. Children need to be dressed appropriately for the weather. In winter months, cold weather and wintry wet conditions; snow pants, mittens, hats and boots are required.

On special occasions such as Homecoming, Catholic Schools' Week, Spirit Day, etc. the guidelines may follow the spirit of the activities, allowing they are respectful.

Teachers are role models for the students. Therefore, professional dress is required.
Consequences for not coming to school dressed appropriately are:

1. Warning- A note will be sent home and expected to be signed by the parent and returned.
2. Parents will be called to bring in a change of clothes for their child.

This code was approved by a parent committee (ad hoc of the Education Committee) as of April 24, 2008.

D. Homework

Assignments are given as a follow up of a class. Some time is given in class to start the assignment so the teacher is sure the student understands the process. Some children finish these during the class period while others need to complete them outside of class. When it is not completed, however, it must be finished at home and returned the next day unless a specific due date has been given.

Each student is expected to study the doctrine in Religion, weekly spelling words, math facts, and to read for enjoyment.

See Rules and Consequences under R. Discipline.

E. School Lunch

Students who stay at school during the noon hour may purchase a hot lunch, (Price to be determined annually.) or bring and eat their own cold lunch. The Hot Lunch program is supervised and subsidized by the United States Government. The kitchen staff serves balanced meals according to government standards.

Those purchasing hot lunches are to bring the lunch money on the first day of the school week. It is important to pay on time due to having a state funded lunch program.

Those unable to pay may take advantage of the free lunches or the reduced price lunches provided by the government. Application forms for free lunches or reduced price lunches are provided by the school.

Any child wanting additional milk at noon can obtain a carton for an additional price which will be determined annually.

F. Evaluation

Parents will have the opportunity for scheduled parent-teacher-child conferences at the end of the first quarter and the middle of third quarter. Additional conferences may be scheduled at the request of parents or teachers. (DSP 5205)

Parents may also check for updates on mystudentsprogress.com

Student progress reports are given quarterly.

Mid-quarter progress reports are given for students in Grades PK-8.

Standardized tests are given each year in grades specified by the Diocese.

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. (DSP 5210)

Choice students in grades 4 and 8 must meet certain criteria to be promoted to 5th and 9th grades.

- the pupil's score on the state examinations, unless excused according to states procedures
- the pupil's academic performance
- recommendations of teachers which shall be based solely on the pupil's academic performance; and
- any other academic criteria specified by the governing body.

G. Parental Involvement, Teacher Aides, Volunteers

Numerous and extensive studies have proven that there is a high correlation between parental interest and involvement in a child's education and the effectiveness of the total school program.

Volunteer help has been given by parents and other individuals of the local community.

Because the time your child spends in a learning activity is so valuable, whether in the classroom, field trips, or playground, all volunteers are asked to make arrangements for their preschool children to be cared for either at home or with a sitter.

Students have individual needs that should be met, therefore, there will always be a need for continued help. Every parent is welcome to fill out the Diocese of La Crosse Safe Environment policy and encouraged to become involved. Please call the school if you can find some time to donate to the education of your children. (Phone: 715-687-4145)

H. Visitors

All visitors including parents are required to sign in at the office before visiting any classroom. Parents and guardians are encouraged to visit school. It is not required that you call in advance but it is recommended. Visitors other than parents or guardians are also welcome and are asked to make prior arrangements for visitations. Visitors considering coming to our school may shadow for a day. Visitors who are in the area visiting relatives may visit for a half day.

I. Telephone

With teacher permission, the school phone may be used by students. Since the school phone is a business phone, calls should be limited to 2 to 3 minutes' maximum. If a parent needs to reach a student during the school day, a message can be left in the office. The student will be notified at noon or at the end of the day. If it is an emergency situation the student will be called to the office.

J. Report Cards

If a student loses his/her report card envelope during the course of the year, **the fee is 50¢ for a new one.**

K. Arrival at School

Students are not to arrive at school before 7:40 A.M. If, for some reason, they need to come to school before 7:40 A.M., the early students may study in the lunchroom until 7:50 A.M. Students must not be dropped off before 7:30 A.M. Please drop students off at the front of school.

L. End of Day Dismissal

At 3:00 the first bell rings. Grades PK-4 students riding the bus will be dismissed to the bus lines. Shortly after, a second bell will ring and Grades 5-8 bus students and PK-8 walkers / students being picked up will be dismissed.

Students not riding the bus will wait for a supervising teacher by the "northwest" door and be escorted to the large parking lot.
Any students walking home "east" of school will line up by the bus lines on the blacktop parking lot and be dismissed after all the buses have gone.

Please do not park in the small blacktop parking lot or on the back driveway to pick up students after 2:50 P.M. Use the large rectory parking lot for the safety of all the students.

See Rules and Consequences under R. Discipline.

M. Emergency Closing

For your information, the following T.V. and radio stations will announce any school closings:

T.V.:	Channels 7 & 9			
Radio:	FM:	92.3 WOSQ	AM:	550 WSAU
		95.5 WIFC		1230 WXCO
		106 WLJY		1450 WDLB
		108 WYCO		

N. Videos, Movies, etc. (DSP 6410)

All outside speakers, programs, AV materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCC movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Diocesan Office for Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

Teachers are to preview **ALL** movies, videos, etc. **BEFORE** showing them to the students.

O. Bringing Personal Items to School

The only time students should bring personal items to school is when their teacher instructs them to do so. Check with instructor regarding use of e readers. We would appreciate it if items such as household pets, CD player, MP3 player, headphones, game boys, Ipod, cell phones, etc., stay at home. We realize that students may use these electronic items on the bus before and after school. Cell phones and Electric devices **must be turned off** and kept out of sight during instructional time and in the hallways and restrooms during the school day. The use of cell phones and electronic devices between **7:31 A.M. and 3:05 P.M.** is prohibited. Cell phone use is **never** allowed in restrooms.

If used during the school day e.g. classroom, study hall, hallway, restroom, or recess the student will be asked to bring them to the office to pick up after 3:05 p.m.

Consequences:

1st offense: Taken away until the end of day.

2nd offense: Parents must pick up the item in the office after or before school.

P. Recess/Noon Hour

a. Grades PK-6 students will have recess after lunch at 11:50-12:15, unless otherwise directed by the teacher or support staff.

b. During play, students are expected to respect each other, be conscious of safety, and obey the school rules and the supervisor in charge.

c. All students should be participating in an organized game.

d. Ropes are to be used for jumping and are not to be put around waist or neck.

e. Children are encouraged to stay off the ground - no rolling, tackling, or piggyback rides.

f. All students are to stay off the lawns around parish buildings.

g. The following are **NEVER** acceptable:
    a. Throwing of rocks, snowballs, or any hard objects.
    b. Baseballs
    c. Swinging on backstops, basketball hoops, or volleyball standards.
    d. Climbing or sitting on fences.
    e. Students playing in breezeway or between convent and garage.
    f. Students near the bike racks.
    g. Foul language.

h. When the bell rings for the end of the noon hour, the students should stop playing, carry the balls or equipment and proceed to their entrance. On entering the building, all students should walk without rowdiness and boisterousness.

i. Check to see that all playground equipment is brought in from the outside.

j. Year round, all students should have a change of shoes. Proper clothing is required for winter: caps, mittens, snow pants, boots, etc.

k. Keep storage areas neat.

Playground Behavior

Students are reminded to be respectful of themselves and each other and this goes also in play. They should abide by the rules set out by the school and their homeroom teachers. Every supervisor is to be obeyed.

During bad weather, students will remain indoors. Teachers are expected to be in their classrooms with their students.

If it is raining or the temperature and/or wind-chill is 0° or below 0°, the children do not go outside for recess or noon hour.

Whenever the playground is wet, encourage your children to stay out of the mud – especially in spring.

See Rules and Consequences under R. Discipline.

Q. Grade School Dances and Parties (DSP 5790)

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

R. Discipline

Corporal punishment is not to be administered to students.

Rules and Consequences

Goals: Accountability of all people.
Learn from own actions.
Respect self and others.

Lunchroom: Be thankful and eat your own food with good table manners.
Wait to be seated before eating.
Pick up after yourself and keep your space clean.
Use inside voices and walking feet.
Be respectful to others.

Hallway: Walk quietly and single file while staying to the right.
Keep hands, feet and objects to self.
Use all the steps. Do not skip any.
Respect school and student property.
Carry equipment and supplies appropriately.

Bathroom: Use proper amount of paper products and dispose of it properly.
Keep water in the sink and don't play with it.
Use quiet voices.
Respect others' privacy.
Flush the toilet and wash your hands when done.

Dismissal: Walk.
All carried items must be in a bag or backpack.
Dress appropriately.
Remain in your bus line.
Buses must come to a complete stop before the line can move and bus patrol gives directions.
Cross the street after all buses have gone through.
Walkers need to stay by the supervisor until they get to the basketball court.

Classroom: Use rules set for individual classrooms.
Each teacher along with his/her class shall determine classroom rules incorporating the all school rules with them. Classes may earn points toward a reward. As a guideline, fifty (50) points should be worth 30 minutes of reward time.

Phy Ed: Phy Ed is a class every child needs to participate.
Come prepared and participate.
Use good sportsmanship.
Try your best - effort is important.

Field Trips: Students are representatives of St. Joseph School thus expected to be on their best behavior.
Also School and Bus policies and regulations should be followed.
Teachers are responsible for the students, thus determine appropriate rules to provide for safety of all students.

Homework: Grades 1-8 need to write daily lesson/assignments in their assignment notebook.
Use correct writing utensils.
Homework must be completed before class begins.
Questions need to be asked before 8:05 AM of the day an assignment is due.
All work must be legible and neat.

For every day there is an excused absence, the student gets that many days to make up an assignment. Three late assignments lead to thirty minutes of time spent after school.

Heading on the paper should be...

Name Date .
Subject Assignment .

Consequences:

1. Warning is given and student reviews the rule that was broken with recess teacher.
2. The student and homeroom teacher will discuss the altercation during the recess. Every student is being given a chance to redeem themselves.
3. If the altercation was at a higher level the student will be removed from group, sent to the office and consequences will be given.
4. Phone or note is placed to parent(s). Teacher and parents discuss the incident. If the incident happens at student's last recess, student will stay in the office during next recess to fulfill consequence. (Even if it's the next day.).
5. Meeting is arranged with teacher, parent, and principal. The problem is discussed, along with a progress plan. Student receives a consequence appropriate to the age level and rule broken which could mean a detention.
6. If a student gets to #3 three times in one week they will automatically move to #4 or 5 depending on the severity of the interruptions to the school week.

All students are expected to be on their best behavior at all times. Emphasis should be placed on positive consequences for appropriate behavior. Attempts must be made to determine the cause of inappropriate behavior and a behavior modification plan may need to be developed.

Steps taken to eliminate inappropriate behavior should be directed to the behavior, not the person.

If inappropriate behavior persists, the principal and the parents should be informed of the behavior and further steps taken to bring about appropriate behavior.

If a complaint or grievance is a classroom problem, the parents are asked to direct the complaint or grievance back to the teacher involved. If after the teacher has been contacted, and there are no satisfactory results, it is appropriate to contact the principal. If, after the teacher and principal have been contacted, and there are not satisfactory results, the matter will then be reviewed in a joint meeting between parents, teacher, principal, and student.

Harassment and Bullying Prohibited

St. Joseph School is committed to equal education opportunity for all students.
Harassment is defined as behavior towards students or staff members that substantially interferes with a student's school performance or a staff member's work performance or creates an intimidating, hostile or offensive school and/or work environment.
Bullying is defined as deliberately hurtful behavior that is repeatedly performed, where it is difficult for those being bullied to defend themselves.
Harassment and bullying can arise from a broad range of behaviors which can include but is not limited to the following:

a) physical aggression;
b) social alienation;
c) verbal aggression;
d) intimidation;
e) racial and ethnic harassment
f) sexual harassment.

These behaviors are offensive and inappropriate. This is a serious issue not just for St. Joseph School, but also for each individual. Any student who engages in harassment, discrimination or bullying, or retaliates against another person because of a harassment/discrimination or bullying report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from St. Joseph School.

Bullying Complaint Procedures

If any person believes that a student has been bullied, and for all other alleged violations he or she should follow these procedures:

School

The following steps may be taken as appropriate when dealing with incidents:

- A clear account of the incident will be recorded and given to the school principal using a form similar to the one at the end of this policy (Exhibit 1).
- The principal will investigate and record the incident.
- Parents will be kept informed regarding the process and findings as necessary.
- Punitive measures will be used as appropriate.

Students

Students who have been bullied may be supported by:

- Being offered a timely opportunity to discuss the experience with a staff member or administrator.
- Offering ongoing support with the goal of restoring self-esteem and confidence.

Students who have bullied may be supported by:

- Discovering why the student became involved.
- Identifying the bullying behavior and the need to change.
- Developing a plan to make amends for the incident.
- Informing the parents or guardians to help change the attitude/behavior of the student.

Disciplinary Steps

The following disciplinary steps may be taken as appropriate:

- Official warnings to cease the offending behavior
- Conflict resolution
- Detention
- Loss of Recess Time
- Exclusion from certain areas of school premises
- Short-term in-house suspension
- Out-of-school suspension

- Possible referral to the Diocese of La Crosse for expulsion or dismissal.

Appeal Process

Students and parents wanting to appeal the school expulsion or dismissal policy should follow the Administrative Recourse (DSR 1391 & DSP 1391) as set out in Section R, page 14 of the Parent Student Handbook

(EXHIBIT 1): COMPLAINT PROCEDURE FORM

HARASSMENT-BULLYING- COMPLAINT FORM

Name: _____

School Official Investigating Complaint: _____

Date of Report: _____ Date of Incident: _____

Type of Incident (Circle One): Harassment Bullying

I wish to register a complaint against (Name of person, school: give department, program, activity, etc.):

_____

_____

1. Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident and any attempts you have made to resolve the problem. Please note relevant dates, times, and places. You may attach another document or use the back of this sheet if you need to share more information.

_____

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2. List any witness or witnesses:

   _____

   _____

   _____

3. Proposed solution: Indicate your opinion on how this problem might be resolved. Be as specific as possible.

_____

_____

_____

_____

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant: _____ Date: _____

Physical fighting and harassment are never acceptable. This may result in an in school suspension.

Teachers are expected to model the behavior and language that is appropriate to the mission of the school.

Teacher contact can be made between 7:30 and 7:50 A.M. or immediately after school hours: 3:15-3:30 P.M. A parent-teacher meeting is made by appointment. School can be called anytime. The secretary will deliver the message.

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools. (DSP 5115)

The term "expulsion" is:

Termination of a pupil as a student from the school permanently
(No opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently
(Indefinite or for a given term).

So that each student may experience a pride in his/her school surroundings, he/she is encouraged to assume some responsibility in keeping it looking respectable.

1. Gum is not allowed in the school building or on school premises because of the difficulty of its removal.

2. Sitting on desktops, tables, ledges, counters, radiators, etc. is NOT appropriate.

3. Unnecessary marking in or on book covers is prohibited. Damaged or lost books must be paid for by the student. Any other broken or damaged property must also be paid for by the student.

4. The throwing of all objects, including snowballs, is prohibited.

Administrative Recourse (DSR 1391 & DSP 1391)

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian.

Outline of the chain of authority to be followed in resolving disputes:
1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

Procedure in the Diocese of LaCrosse: A complete explanation of this procedure can be found in the Policy & Regulation Manual for Schools located in the school office.

Penalty Status During Administrative Recourse Procedure (DSP 1392)
The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

S. Drug and Alcohol Policy for All Diocesan Schools (DSP 5508)

The phrase "drugs or alcohol" includes, but is not limited to:
A. Illegal drugs;
B. Alcohol;
C. Illicit drugs (legal drugs used for illegal or improper purpose); and
D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

Prohibitions

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles. Violation will result in dismissal or immediate expulsion.

2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles. Violation will result in suspension, dismissal or expulsion.

3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles. Violation will result in suspension or dismissal.

St. Joseph's School authorities have the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the minimum sanction in each category. Local law enforcement authorities will be notified.

The complete Drug & Alcohol policy including investigatory and/or remedial measures, and reporting requirements can be found in the Policy and Regulation Manual of the Diocese of LaCrosse located in the school office.

T. Catholic Faith and Moral Standard (DSP 5112)

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

Following Catholic morals and good judgment, birthday or other celebration invitations should be kept out of the classroom, unless all the boys or all the girls are included. If you must pick up the students at school, please have the gifts and/or tote bags, sleeping bags, etc. delivered to the office and not to the classroom. It is understandable that you may not be able to include everyone, but due to our small class sizes, a little consideration of those excluded is appreciated.

U. Confidentiality (DSP 5310)

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of LaCrosse Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

V. Donations/Gifts

Gifts to teachers and/or classrooms are a welcome item. The Education Committee would need to approve large item gifts that require changes e.g. electrical, structural, or plumbing to the school building.

W. Internet Policy

St. Joseph School is committed to enable its students and staff to contribute morally and ethically to a global technological society. Every child of St. Joseph School is entitled to a quality Christ-centered education which will enable him/her to live the Gospel values through prayer, Christian witness and service in the home, school, community, and global society. Therefore, the use of technology, including Internet and e-mail, must be consistent with Catholic teaching, doctrine, morality and values.

St. Joseph School is committed to the appropriate use of the Internet and e-mail to support the curriculum and enhance learning opportunities for students. The use of the technological resources is a *privilege not a right*, thus users must adhere to the school's policies and procedures.

The guidelines are expected to be followed by those using the Internet at St. Joseph School.

1. Users are responsible for their own actions while using the Internet.

2. Users must be consistent with Catholic school goals, teaching, doctrine, morality, and values.

3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.

4. Users shall not use the Internet, e-mail, or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.

5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.

6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure internet sites. This will also be considered theft and in violation of Christian and legal standards.

7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to: school personnel names and addresses.

8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.

9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.

10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

11. With appropriate supervision, students may only use the Internet and e-mail for school assignments.

12. School curriculum use will take priority over personal use.

13. **User Agreement must be signed and returned to school prior to internet use.**

NOTICE OF

ASBESTOS INSPECTION
MANAGEMENT PLAN LOCATION AND AVAILABILITY

St. Joseph Catholic School — August, 2019
School — Date

The original EPA AHERA asbestos inspection, management plan documents, and additional information to response action activities, post-response activities, periodic surveillance, 3-year re-inspections, that are planned or are in progress, are available for review during this 2018-2019 school year. This 3-year asbestos re-inspection of our facility has been completed and is also on file for your review.

If you wish to review this school's EPA AHERA-related documents, appointments must be made with the Asbestos Program Manager (as listed below) at least one working day in advance. Copies of the documents are available from the same location upon 5 days notice at $0.10 per copy.

St. Joseph Catholic School
School Office

119210 Larch St., Stratford, WI 54484
Address

_____ — 715-687-4145
Contact Person — Phone

ST. JOSEPH CATHOLIC SCHOOL
P.O. Box 6, 119210 Larch Street
Stratford, WI 54484

I have read, understand and agree to abide and carry out the rules and policies contained in this document.

________________________________ ____________________________________

Date Parent's Signature

Child/Children's Signature: ____________________________

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Date

* *

In addition I acknowledge that I have reviewed the (red book), On Sexual Misconduct for the Diocese of La Crosse and (green book), Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse, on the Diocesan website: www.dioceseoflacrosse.com or read the attach Red and Green Book.

I have also had a chance to view the safe environment training video on the Diocesan website: www.dioceseoflacrosse.com

____________________________________ _______________________________

Parent Signature Date

____________________________________ _______________________________

Parent Signature Date

(PLEASE RETURN THIS PAGE TO THE SCHOOL.)